

FY21

Budgeting for Outcomes Agency Funding



Overview

Initial Submission:

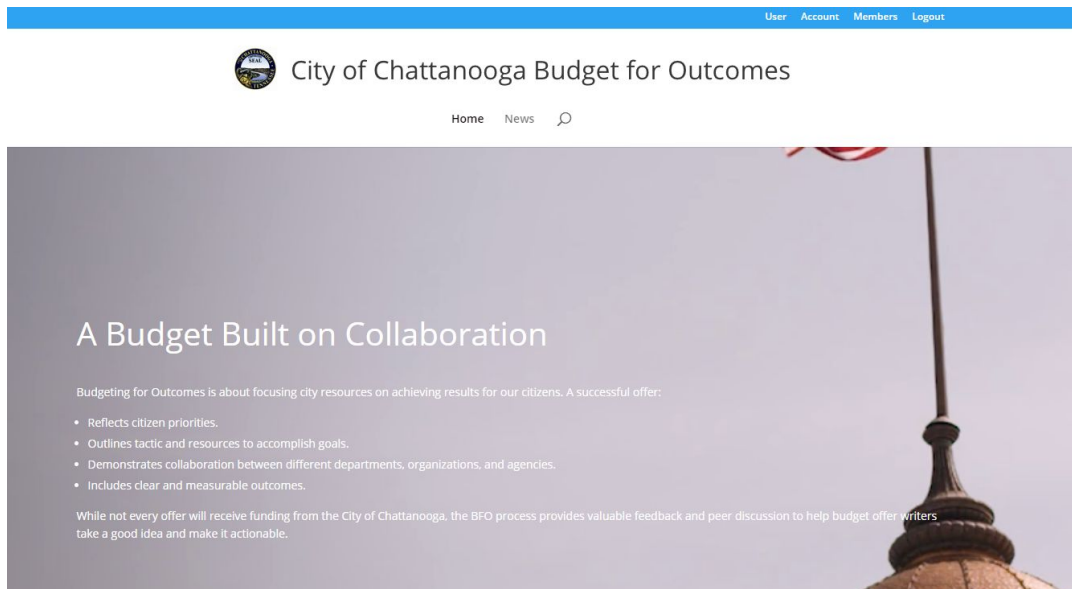
- Budget for Outcomes (BFO App)
- Agency & Offer Required Documents
- Application Fee

Deadlines:

- Pre-Submissions: November 18, 2019
- Initial Offers: Friday, January 3, 2020
- Final Submissions: Friday, February 21, 2020
- The site will not be available past 4:30 pm on the deadline date

BFO Submission Website

- BFO.chattanooga.gov
- New agencies must email **BFO@chattanooga.gov**
- Site tutorials are located under “resources tab”

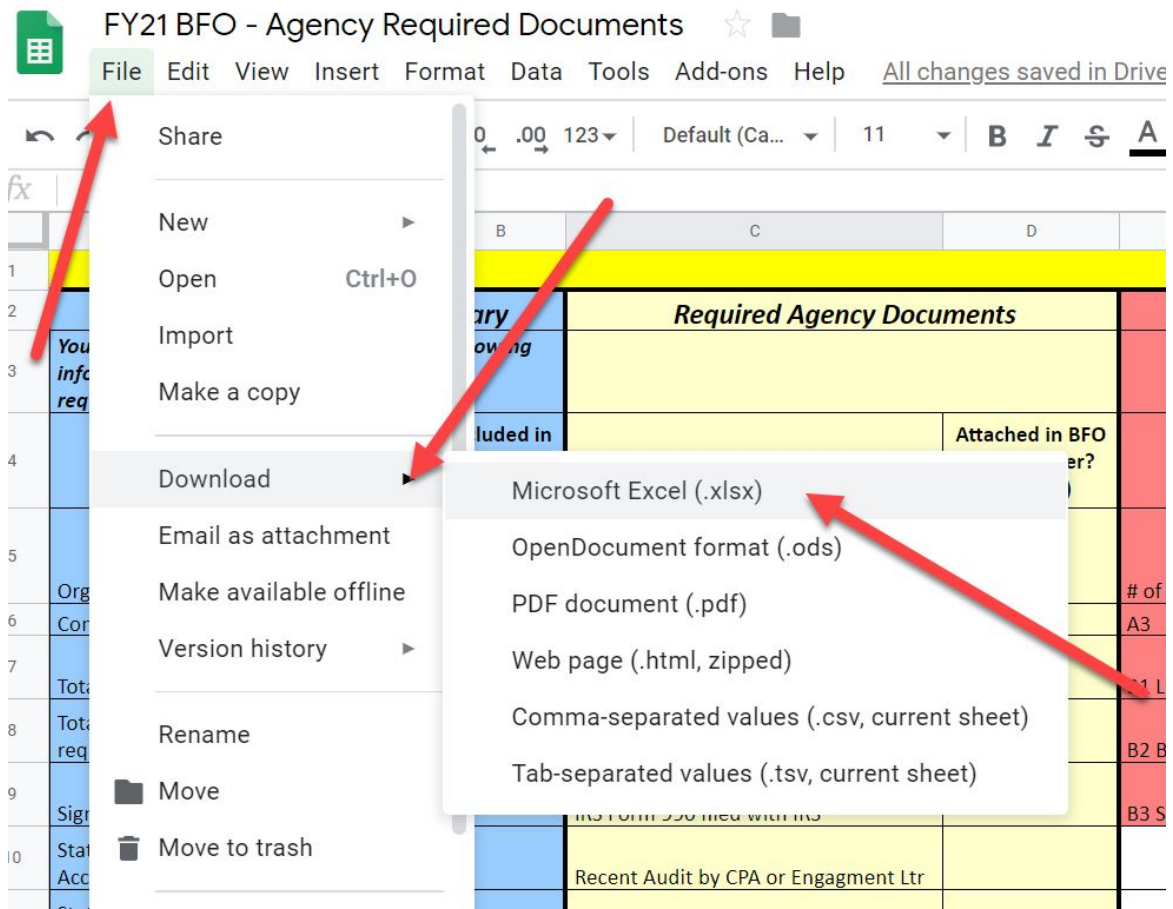


Agency/Offer Required Documents

The first screenshot shows the 'Departments' dropdown menu on the Chattanooga.gov website. The 'Finance & Administration' link is highlighted with a red arrow. A yellow arrow points to the second screenshot, which shows the 'Finance' department page. The 'Community Agency Support' link is highlighted with a red arrow. A yellow arrow points to the third screenshot, which shows the 'Community Agency Support' page. The page title is 'Community Agency Support'. The main heading is 'FY21 Budget Information:'. The text states: 'The Berke Administration has begun to establish the City of Chattanooga's financial plan for the Fiscal Year 2021 utilizing the Budgeting for Outcomes (BFO) approach to allocate funds. This process realigns dollars more closely with strategic, community priorities and reinforces a culture of performance and results.' It also states: 'We are excited to invite our community agencies to be a part of the BFO process. Any agency requesting funding support for the Fiscal Year 2021 (July 1, 2020 - June 30, 2021) must submit their request and all required documents by January 3, 2020. Pre-submissions are due by November 18, 2019.' The page concludes with: 'Support is available at bfo.chattanooga.gov to provide instructions for all submissions along with other information. There will be a more in-depth training on the BFO Process, the BFO App to submit offers and required forms. New organizations requesting funds for the first time, must email bfo@chattanooga.gov. Questions concerning the BFO process may email BFO@chattanooga.gov'.

- Located at <http://chattanooga.gov/finance/community-agency-support>
- Required agency templates have been consolidated into one file.
- Once documents are completed, upload

- Downloading Agency Required Document(s) -



1. Visit link located on City's website.
2. Document will open in google sheets.
3. Click "File" in the top right corner.
4. Scroll down and click "Download".
5. Click "Microsoft Excel (.xlsx)"

- Agency Document Tracking -

Cover Letter /Executive Summary		Required Agency Documents		Offer Specific Documents	
Your agency cover letter should have the following information in the body to meet the BFO requirements					
Task	Included in letter? (Yes/No)	Task	Attached in BFO Site or other? (Yes/No)	Task (Each Offer)	Completed? (Yes/No)
Org Name & Address		(2d) Tax Exemption Status Document (i.e 501c3) OR Statement no change		# of Gen Fund OFFERS	
Contact Name, Address, phone #		(2d) Copy of Charter		A3 Budget for Offer	
Total Capital Funding Requested		(2d) List of Board of Directors OR Statement no change		B1 Local Gov't Funding & Stat	
Total Operations/BFO Funding requested		Annual Operating Budget		B2 Beneficiary Stats	
Signed by the Chief Executive Officer		IRS Form 990 filed with IRS		B3 Schedule of Positions & Wages	
Statement to provide Detailed Accounting		Recent Audit by CPA or Engagment Ltr			
Statement will provide list of accomplishments or outcomes		B3 Schedule of Positions & Wages			
Statement to provide Annual Audits		Enter Last Date Audit Covered			
Need more information? CLICK HERE to view Community Agency Support Instructions below.					

Paid your \$50 application fee? <-Yes/No? Link to payment site: https://paydirect.link2gov.com/ChattanoogaBusinessTax/					
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If you have completed all the above required documents, you are now ready to upload this document to the BFO submission site. Click here BFO to connect to Site: -> BFO.chattanooga.gov					
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- Offer Specific Document - “Template A3” - Budget for Offer

Template A3: Budget Format

CITY OF CHATTANOOGA

FY 2021 Agency Funding Financial Form - Offer Specific

Agency Name: <Enter Agency Name Here>

Offer Name: <Enter Offer Name Here>

Note: Each Offer should have an Offer Specific Budget (separate Template A3 should be uploaded for each offer)

	Actual FY 2018	Actual FY 2019	Budget FY 2020	Projected FY20	Request FY 2021	Inc/(Dec) FY21 Request vs. FY20 Budget	% Change FY21 Request vs FY20 Budget
REVENUES							
Contributions							
Individuals/Private						\$ -	N/A
Corporate/Organizations/Churches						\$ -	N/A
Fees/Grants from Governmental Agencies							
Federal						\$ -	N/A
State						\$ -	N/A
Hamilton County						\$ -	N/A
City of Chattanooga*						\$ -	N/A
Other Government (Please list)						\$ -	N/A
United Way							
Foundations (including grants)						\$ -	N/A
Gross Proceeds Special Events						\$ -	N/A
Other UWs/Federations						\$ -	N/A
CFC/Designations received thru UWGC						\$ -	N/A
UWGC Program Allocation						\$ -	N/A
UWGC Special Funding						\$ -	N/A
Membership Dues						\$ -	N/A
Program Income						\$ -	N/A
Governmental Insurance						\$ -	N/A
Private Insurance						\$ -	N/A
Contracted Services						\$ -	N/A
Fee for Services						\$ -	N/A
Other Program Income						\$ -	N/A
Sales to Public						\$ -	N/A
Investment Income						\$ -	N/A

- Offer Specific Document -

“Template B1” - Local Gov't Funding & Stat

Template B1: Local Government Funding and Service Statistics		
Note: Each Offer should have an Offer Specific Template B1		
Agency Name	<Enter Agency Name Here>	
Offer Name	<Enter Offer Name Here>	
<p><i>This section relates to agency efforts specifically funded by Chattanooga dollars to benefit Chattanooga residents, relative to the dollars given by adjoining governmental entities for the offer above only. If your agency has multiple offers, separate B1 Templates must be provided for each of the offers.</i></p>		
Funding provided to your organization in FY 2020 by the entities listed below for this program/offer:	Percent of your operational funding provided by local government for this program/offer	% of Hamilton County Population*
Chattanooga		
Hamilton County Government's (General Funds)		
Other (Outside Hamilton County)		
Total Funding	Above percentages should total 100%	
Percent of Services rendered to residents of:	Estimate, if you do not now track this data.	
Chattanooga		
Hamilton County Government's (General Funds)		

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Agency Document Tracking ▾
A3 - (Each Offer) ▾
B1 - (Each Offer) ▾
B2 - (Each Offer) ▾
B3 - (Each Offer) ▾
B3 - (Each Agency-Wide) ▾

- Offer Specific Document -

“Template B2” - Beneficiary Stats

Template B2: Program Beneficiary Statistics				
Note: Each Offer should have an Offer Specific Template B2				
Agency Name	<Enter Agency Name Here>			
Offer Name	<Enter Offer Name Here>			
Program Beneficiary Characteristics Clients/Patients/Recipients/Other	FY 2018 Actual	FY 2019 Actual	FY 2020 Projected	FY 2021 Target
1. Unduplicated Count of Program Beneficiaries TOTAL	0	0	0	0
a) Total Continuing From Previous Fiscal Year				
b) Total New for the Year				
c) Total Terminated During the Year				
2. Age Group TOTAL	0	0	0	0
a) Infants – Under 5				
b) Between 5 and 12				
c) Between 13 and 17				
d) Between 18 and 29				
e) Between 30 and 64				
f) 65 and over				
g) Not Known				
3. Sex TOTAL	0	0	0	0
a) Male				
b) Female				
c) Not Known				
4. Ethnic Background TOTAL	0	0	0	0
a) White				
b) Black				
c) Hispanic				
d) Asian				
e) Other – Ethnic Minority				
f) Not Known				
5. % Income Level TOTAL	0	0	0	0
a) Below 9,999				
b) 10,000 –19,999				
c) 20,000 – 29,999				

- Offer Specific Document -

"Template B3" - Schedule of Positions & Wages

Template B3: Schedule of Positions Salaries Wages

Note: Each Offer should have an Offer Specific Template B3 and an overall agency one.

Agency Name

<Enter Agency Name Here>

Offer Name

<Enter Offer Name Here>

Note: Please Fill this Form out for All Agency Staff and submit (Do not fill in "Offer Name" or column "Budget Amount for this Offer"). Then, copy form for each Offer and add Offer Name and fill in the column "Budget Amount for this Offer" to identify the amount of this person's salary that is associated to this offers funding request amount. Each Offer should have an Offer Specific Template B3 and an overall agency one.

Title of Position	Full Time (F) or Part-Time (PT)	# of Years Employed	Current - FY 2019		Projected - FY 2020		
			# Weeks Employed	Annual Salary	# Weeks Employed	Annual Salary	Budget Amount for this offer

- Agency Specific Document -

“Template B3” - Schedule of Positions & Wages

[illegible]

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graph TD; A[2019 Audit] --> B[2018 Audit with an Engagement Letter]; B --> C[Meet "Submission Requirements" to be considered for City of Chattanooga]; C --> D[Prior to any City Appropriation Disbursement, the City must have the 2019 Audit];
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2019 Audit

2018 Audit with an Engagement Letter

- During Initial or Final Submission there is no finalized 2019, the prior year (2018) along with an Engagement Letter by an Independent Certified Accountant stating when the 2019 Audit will be completed.

Meet "Submission Requirements" to be considered for City of Chattanooga

Prior to any City Appropriation Disbursement, the City must have the 2019 Audit

Agency Specific Document

Annual Audit

A copy of the most recent annual audit of the non-profit organization, prepared by an independent Certified Public Accountant in accordance with Generally Accepted Auditing Standards;

Application FEE - \$50

Pursuant to T.C.A. 6-54-111, a \$50.00 fee, per Agency, is assessed to cover the cost of processing your application and must be received no later than **January 3, 2020**. You may pay fee online on the BFO App or you may submit a check

To pay by check: (Mail or Deliver) to:

Daisy W. Madison, CFO

Finance & Administration

101 East 11th Street, Suite 101

Chattanooga, Tennessee 37402

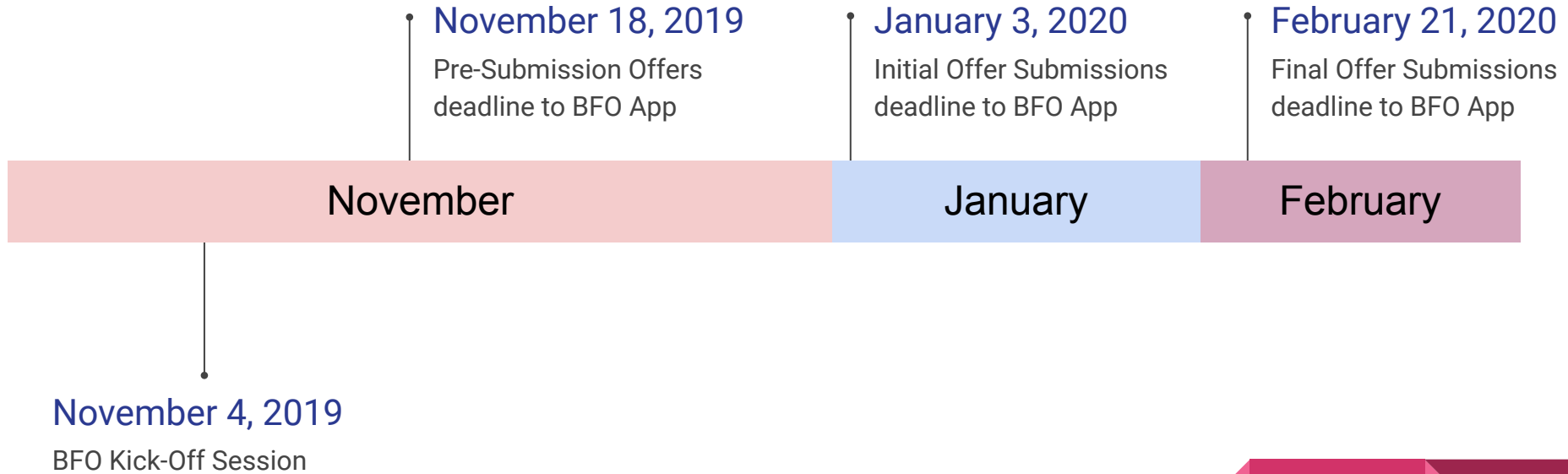
Online Payments:

- \$50.00 plus a service charge of \$1.49.
- Link to payment site is located in the “resources tab” on BFO.chattanooga.gov

Cash/Check Payments:

- Checks would need to be made payable to "City of Chattanooga" with an attention note listing the agency name

Training & Submission Deadlines



QUICK LINKS FOR PDF

1. [Community Agency Support BFO Instructions](#)
2. [FY21 BFO - Agency Required Documents](#)
3. [Pay \\$50 application fee](#)
4. [Access BFO application site](#)



Budgeting for Outcomes Agency

Contact Information

Main Site: **BFO.Chattanooga.gov**

Email: **BFO@chattanooga.gov**